



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHILD SUPPORT PROGRAM ATTORNEY I
CHILD SUPPORT PROGRAM ATTORNEY II
CHILD SUPPORT PROGRAM ATTORNEY III

Class No. 003915
Class No. 003916
Class No. 003917

■ CLASSIFICATION PURPOSE

To perform a wide range of civil litigation activities in the areas of child support and paternity; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Child Support Program Attorney I:

This is the first working-level class of the series. Under general supervision, a Child Support Program Attorney I handles more routine cases and court appearances relating to child support and paternity, and performs legal research and writing.

Child Support Program Attorney II:

This is the second working-level class of the series. Under general supervision, incumbents are expected to handle the more complex cases and work with more independence as well as perform legal research and writing. A Child Support Program Attorney II may also supervise subordinate staff.

Child Support Program Attorney III:

Under direction, incumbents in this classification are expected to handle the most complex cases, supervise subordinate legal and non-legal staff, and serve as an expert in the area of family law as related to Title IV -D responsibilities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Child Support Program Attorney I:

Essential Functions:

1. Represents the County in Superior Court on various issues related to paternity and child support.
2. Reviews, analyzes and prepares cases for litigation.
3. Litigates a variety of paternity and support cases in civil and family courts.
4. Reviews, administers, and litigates various child support enforcement actions.
5. Enters stipulated agreements by phone or in person.
6. Receives and reviews all motions served on the County.
7. Negotiates with custodial and non-custodial parents regarding legal issues involved in civil paternity and/or support actions.
8. Interprets and applies laws, court decisions, State and Federal regulations, and other legal authorities for use in the preparation of child support cases.
9. Prepares legal pleadings, including complaints, answers, discovery, and motions required for hearings, trials, and varied legal proceedings.
10. Reviews, approves, and signs dismissal requests.
11. Directs support staff.

12. Directs Changes of Payee on preexisting orders.
13. Maintains accurate case records, and performs related work as required.
14. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Child Support Program Attorney II:

Essential Functions:

All the duties listed above and including:

1. Litigates and negotiates more complex civil cases, and may supervise subordinate staff.

Child Support Program Attorney III:

Essential Functions:

All the duties listed above and including:

1. Develops and implements policies and procedures for enforcing child support obligations, supervising and training staff, and advising department staff regarding the full range of title IV -D responsibilities.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Legal principals and their application.
- Legal research methods.
- Principles and practices of civil and administrative law.
- Negotiating techniques and general mediation skills.
- Rules of the courts, procedures, and policies.
- Knowledge of Title IV -D of the Social Security Act.
- Telephone office and on-line etiquette.
- County customer service objectives and strategies.

Child Support Program Attorney II (in addition to the above):

- Principals and practices of civil law related to child support
- Supervisory skills.

Child Support Program Attorney III (in addition to the above):

- Principals and techniques of staff management and training.

Skills and Abilities to:

The following skills apply to all classes:

- Manage an assigned caseload.
- Negotiate settlements.
- Respond to court mandated requests in a timely manner.
- Present statements of fact, law, and argument clearly and logically orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of the work.
- Adhere to ethical standards.
- Solve problems under limited time constraints.
- Effectively communicate legal principles and policies to a diverse clientele.
- Operate personal computers and use computer applications.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Child Support Program Attorney III (in addition to the above):

- Supervise subordinate attorneys and non-legal staff in the performance of civil litigation work.
- Provide technical guidance and training to other attorneys.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Child Support Program Attorney I:

1. Active membership in good standing with the State Bar of California.

Child Support Program Attorney II:

1. Eighteen (18) months of experience as an attorney in the practice of civil or family law; OR,
2. One (1) year of experience as a Child Support Program Attorney I in the County of San Diego.

Child Program Attorney III:

1. Three (3) years of experience as an attorney in the practice of civil or family law; OR,
2. Eighteen (18) months of experience as a Child Support Program Attorney II in the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

Professional Standing:

Incumbents must be active members in good standing with the State Bar of California.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: October 12, 2001
Revised: Spring 2003

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